

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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In Reply To:

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May 19, 2003

E-MAIL TRANSMISSION – 5/19/03
Instruction Memorandum No. MT-2003-043
Expires: 9/30/2004

To: State Management Team

From: State Director

Subject: Fiscal Year (FY) 2003 Annual Work Plan (AWP)

DD: 05/23/03

This Instruction Memorandum (IM) transmits the FY 2003 Montana/Dakotas AWP funding allocations and policy directives (Attachment 1). The FY 2003 Omnibus Appropriation Act for the Department of Interior was enacted on February 20, 2003. The Montana/Dakotas Budget Strategy Team met April 1-2, 2003, to develop funding allocations consistent with the final congressional appropriation action. The final Washington Office Annual Work Plan Directives were posted to the WO-880 Home page on March 20, 2003. This IM sets policy of funding availability for all Montana/Dakotas field and state office budget units.

Process for Making Changes to this Document

Any changes must be requested by the Field Office Manager or State Office Budget Unit and coordinated through program lead and MSO Budget staff. Major changes must also be approved by the Associate State Director and will be published in a revised AWP when they occur.

Accountability/Cost Coding Integrity

- All budget units are reminded that accountability and cost coding integrity for coding of time and expenditures are required. All managers are responsible for ensuring the funds we receive from Congress are used appropriately; i.e., for the purpose for which they were appropriated. See Performance Measure Tools section for information about the evaluation being conducted by the Washington Office program leads.
- We are responsible for not overspending at the subactivity level. Overspending is addressed in performance evaluations and will be adjusted with FY 2004 allocations.
- We are to achieve no more than a two percent carryover fund balance at the (MLR) appropriation level.
- It is very important to watch the spend-out rates of non-MLR accounts to ensure that funds are available until project completion.

Central Labor

The Montana/Dakotas labor is centrally funded through allocation of work months (WMs) at an average WM cost by subactivity. The exception to this is our non-fire summer seasonal workforce, which is funded through earmarked projects. The average work month costs have been adjusted very close to actual costs, which leaves very little room for lapse.

Earmarked Projects:

The Montana/Dakotas Earmarked funding by Subactivity and Budget Units for specific projects is shown in Attachment 2. Offices are reminded that earmarked funds were allocated specifically to support specified projects and initiatives. If, for any reason, you are unable to use these funds as provided, prior approval must be received before earmarked funds can be reallocated. It is imperative that each budget unit closely manages their budget to ensure that WMs and operations dollar coding match these allocations.

With the exception of non-fire summer seasonals, we are not using the “9” accounts (e.g., MT019, MT059) to track earmarked funds in Field Offices unless requested. They are used in the State Office to track statewide projects and the Montana State Office vehicle fleet (e.g., MT919, MT929, MT939).

Cost Management Data

The WO is using cost data to distribute money for projects and evaluate our performance. The information used to increase or decrease funding so far has been: 1) a cost per unit that is much higher or lower than other states; 2) excessive indirect costs; and, 3) costs charged to program elements that are not considered core/priority to a subactivity. The Cost Management Website (<http://web.wo.blm.gov/abc/>) can assist you in determining your cost data from the current as well as previous years. We have requested some training materials from the WO on using the information available on this site. We will provide the information to the SMT when we receive it.

Workload Measures – Targets and Actuals

Please update your actual accomplishments regularly. The WO program leads review performance data periodically, and it is important to keep our actuals up-to-date.

Performance Measurement Tools

The WO conducted the 2004 Performance Analysis in preparation of the FY 2004 Planning Target Allocation (PTA). You can find out more about the process in the BLM Budget Reference Library (<http://web.wo.blm.gov/wo880/880libn.html>). Our performance will be used to increase/decrease our funding in the 2004 PTA.

Priority/Core Program Elements

In the Bureau’s AWP, most subactivities have stated priority/core program elements where their funds should be spent. The BLM AWP states several times the importance of coding costs directly to mission subactivities and program elements.

Project Codes

§ **Special Interest Project Codes** - General Directives, page 91 (approximately), of the WO FY 2003 Annual Work Plan lists the Special Interest Project Codes. The Special Interest Project Codes are used to track expenditures, and to provide quarterly progress reports to the Deputy Director. All Budget Units should ensure full and appropriate use of these codes.

§ **Litigation Cost Tracking** - General Directives, page 57 (approximately), requires all employees to track time and other expenditures associated with appeals and litigation within the Bureau. Initially, WO-IM-2002-108, Subject: Process for Tracking Litigation Cost in the Bureau of Land Management (BLM) was set up as a pilot through September 30, 2002. For fiscal year 2003, we will be tracking costs using three separate project codes: **APPE** for administrative appeals (including DOI, OHA, etc.); **LITI** for judicial litigation; and **COMP** for complying with court orders and settlements.

Travel Ceiling

We received a travel ceiling in WO IM No. 2003-157, dated April 22, 2003. The FY 2003 ceiling reflects FY 2001 travel expenditures minus 10 percent. Congress is requiring this reduction. Travel done in the Fire Management subactivities (2800) is exempt from the ceiling. The ceiling is a “state” ceiling that we are allowed to spread ourselves.

A travel status report is attached (Attachment 4). A “Spread Based On A Four Year Average” is provided for a historical perspective. By COB May 23, 2003, project your travel costs for the remainder of FY 2003, and provide to Joyce Norris and Pam Dandrea additional priority travel required by your budget unit or identify a portion of your travel ceiling in the “Spread Based on 2001 Travel” column that can be made available for other state priority travel. In doing that, please minimize out-of-state travel as much as possible. In-state travel is considered a high priority. The distribution by budget unit of MT/DAKs travel ceiling allocation of \$974,165 will be decided at the next Budget Strategy Team conference call on May 28 and will be provided in Change 1 to this IM.

Cost Targets in the Budget Planning System (BPS)

The State Office entered all cost targets into BPS. The data downloads to MIS nightly. The National Business Center is working on reports that will allow us to pull the information by office, not just subactivity. The WO cost targets are updated.

Attachment 3 is the Oil and Gas program directive for the Montana/Dakotas.

If you have any questions regarding this memorandum, please contact Joyce Norris at (406) 896-5184, Joni Taylor at (406) 896-5185, or Pam Dandrea at (406) 896-5186.

Signed by: A. Jerry Meredith, Acting

Authenticated by: Aleta Zahorodny (MT-930)

4 Attachments

- 1-Montana/Dakotas AWP (10 pp) includes Program Support Costs by Office (0777) (13 pp)
- 2-Earmarked Funding by Subactivity and Budget Unit (52 pp)
- 3-Oil and Gas Program Directive (1 p)
- 4-Travel Ceiling Status Report (1 p)

Distribution w/attms.

Assistant Field Manager, Glasgow Field Station
Assistant Field Manager, Havre Field Station